

## CHAPTER 5

# MATERIAL RECEIPT

Material receipt is the gaining of possession of an item of Navy property through acceptance of physical custody. There are several transportation sources from which we may receive material. These include the U.S. Postal Service, the United Parcel Service, Government vehicles, and direct pick-up from a vendor. Other transportation sources include commercial or Government air and water freight, commercial trucking firms, and vendor deliveries. This material may be for stock or direct turnover (DTO) to the requisitioner. In some cases, we may keep the material in a holding area for pickup by the customer. Also, we may send the material to a packing unit for preservation or protection. At other times, we may send the material to a shipping unit to be shipped to another activity.

This chapter will help you gain the knowledge needed to do the job in receiving material. You will be able to describe the responsibilities of personnel assigned to process material. Also, you will learn the different methods of processing receipts from various activities—this includes inspecting and verifying material receipts. You also will learn how to distribute copies of receipt documents and maintain files.

### RESPONSIBILITIES

The Navy uses different methods to accept and pay for material it buys. We may receive material at the contractor's place or at the Naval activity. The payment for material received at a naval activity can be done before or after the receipt. Regardless of the method used, we must ensure that the material the Navy pays for is actually received and accepted by a Navy representative. You must have proper controls in these areas to ensure material accountability.

### SUPPLY OFFICER

The supply officer is responsible for the receipt, identification, inspection, and distribution of all incoming material. Also, the supply officer is responsible for processing receipt papers and associated documents. The supply officer delegates the responsibility for physical receipt of the material to the assistants and division officers.

### SPECIAL ASSISTANTS

On ships, the stores/material/cargo officer (when assigned) is responsible for the administration of stores functions. They report to the supply officer on all receiving matters. These functions include material receipt preparation, receipt procedures, material inspection, and receipt processing. On shore stations, the material division officer is responsible for material receipts.

### STOCK CONTROL OFFICER

The stock control officer reports to the supply officer or the assistant supply officer on all matters concerning the receiving of material. These include receipt processing, reporting, reversals, and discrepancies. The stock control officer is responsible for the financial report imbalances from receipts.

### RECEIVING SUPERVISOR

The receiving supervisor is responsible for the identification and inspection of incoming material. The supervisor is responsible for separating the material for stock and direct turnover to customer. These responsibilities also include distribution of material to storerooms or to customers. Additionally, the supervisor ensures that the material is correctly marked and the paperwork properly distributed.

### DUTY AK

The duty AK is responsible for receiving, identifying, inspecting, and distributing material after normal working hours. The duty AK is responsible for ensuring that receipt documents are correct, and that they are given to the supervisor the next day.

### TYPES OF RECEIPTS

The method used in buying material, as discussed in chapter 4, determines the method for processing receipts. The following paragraphs explain these different types of receipt.

## **RECEIPTS FROM THE DEFENSE LOGISTICS AGENCY/GENERAL SERVICES ADMINISTRATION**

Material finished by the Defense Logistics Agency (DLA) or General Services Administration (GSA) will be accompanied by a Department of Defense (DOD) form. This form may be a DOD Single Line Item Release/Receipt Document (DD Form 1348-1) or Issue/Receipt Release Document (DD Form 1348-1A).

## **RECEIPTS FROM PURCHASE**

Receipts from purchase are those materials and services procured by using DD Form 1155, or imprest fund. Usually, a copy of the procurement document also serves as receipt paperwork.

## **RECEIPTS FROM SHORE AND AFLOAT ACTIVITIES**

Three copies of DD Form 1348-1 or DD Form 1348-1A will accompany each item of standard material furnished by a shore supply activity.

Material received from afloat units will have three copies of DD Form 1348-1 with them. Also, material may have a white copy of DD Form 1348 or NAVSUP Form 1250-1 that was submitted as requisition.

## **RECEIPTS FROM COMBAT LOGISTIC FORCE SHIPS**

Material received from Combat Logistic Force (CLF) ships normally will have a computer listing of all the items and DD Form 1348m for each item. The listing includes, as a minimum, the following data elements:

- National stock number
- Unit of issue
- Quantity
- Document number
- Fund code
- Extended money value
- Unit price
- Cognizance symbol

## **RECEIPTS FROM OTHER GOVERNMENT ACTIVITIES**

Material received from other Government activities are classified into two groups. They are receipts with reimbursement and receipts without reimbursement.

### **Receipts With Reimbursement**

These are receipts for which Navy department funds will be used to the credit of the department from which the material was received. All receipts from Government departments, except for certain receipts from the Army and Coast Guard, are subject to reimbursement. The receiving activity will furnish a receipt with the supply officer's signature to the transferring organization. The invoice, or other document confirming the receipt, will be priced, extended, totaled, and will show the authority of the transfer.

### **Receipts Without Reimbursement**

These are receipts for which the receiving activity does not transfer Navy department funds to the department that transferred the material.

## **MISCELLANEOUS RECEIPTS**

The most common types of miscellaneous receipts are push material and turn-in items.

### **Push Material**

Push materials are equipment and repair parts shipped automatically to an activity. These materials are used for the support of configuration and load list changes. Material may be shipped in this method to correct material deficiencies identified by type commander or inventory control points. In this case, the receiving activity will receive advance notification of shipments. The receiving activity is responsible for making outstanding requisition files to record due-in quantities and monitor receipts.

### **Turn-in Items**

This is material turned-in by the activity's departments, supported units, and nonsupported units.

## **METHODS OF MATERIAL DELIVERY**

There are various methods of material delivery. They are direct delivery, freight, or mail. The following texts describe these delivery methods.

### **DIRECT DELIVERY**

Materials or services from a government or commercial source that were received and accepted by a

ship, squadron, or group representative at either the delivery point or source of supply is known as direct delivery. After acknowledgement of receipt, the Navy owns the materials and services; they are considered satisfactory unless discrepancies are noted. The supply officer must set up procedures to make certain only authorized personnel pick up, receive, or sign for materials or services.

## FREIGHT

The freight method consists of material shipped via the DOD transportation system or commercial freight system. The Government or Commercial Bill of Lading is the document used for material shipped by freight. We can receive freight in the United States, foreign ports, and during UNREP.

## MAIL

The United States Postal Service (USPS) delivers small items. These items include letters and packages sent by way of the various postal programs. Both Government and commercial sources often require a receipt signature. Receiving section personnel are normally authorized to pickup and sign for postal deliveries. The supply officer is responsible for setting up and maintaining a list of personnel to receive official mail.

## RECEIPT DOCUMENTATION

All material and services received must have receipt documentation. When material received does not have paper work, the receiving section personnel must immediately prepare a dummy receipt for processing. Incoming material should have one or several receipt

documents with it. The type of document depends on the method of purchase, supplier, type of delivery, and Government inspection requirements. Any document received with the material or service that contains enough information to process the receipt maybe used as a receipt document. Although you have a variety of receipt forms, the general pattern for processing is the same. These patterns are as follows:

- Determining the type of receipt inspection required
- Determining if material requires special handling
- Marking the receipt document with date, quantity received, receipt signature, and discrepancies noted during receipt
- Sending the receipt document for further processing

## DD FORM 1348

The DD Form 1348 6-part manual receipt is used both as a requisition and receipt document for most materials transferred between nonautomated ships. When required by the issuing ship, the receiving ship acknowledges such transfer on the white copy of the DD Form 1348. Receipt acknowledgement is always required on the requisitioner's hardback copy of the DD Form 1348 before it is filed in the material completed file.

Show receipt on the white or hardback copy of the DD Form 1348 by circling the quantity received and accepted and entering a receipt date and signature in the Remarks field, as shown in figure 5-1.

DOC IDENT. 1 FISC MIN ADD STOCK NUMBER QUANTITY										REQUISITION DATE SERIAL										SUPPLEMENTARY ADDRESS										DISTRIBUTION PROJECT										PRIORITY REG. DATE										ADVISORY																													
SEND TO:										REQUISITION IS FROM:																																																																					
N00244 FISC SAN DIEGO										R04648 USS SAMUEL GOMPERS (AD 37)																																																																					
BLOCK										EDITING DATA										DOC IDENT. ROUTING										FISC STOCK NUMBER										UNIT OF ISSUE										QUANTITY																													
										1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30										1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30										1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30										1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30																																							
C										D										E										F										G										H										I										J									
SERV REQUISITIONER DATE SERIAL										DOC IDENT. ROUTING										FISC STOCK NUMBER										UNIT OF ISSUE										QUANTITY																																							
R 0 4 6 4 8 7 0 9 1 2 0 3 7										R Y N E M 0 1 A										5 9 2 0 0 0 1 6 0 4 8 9 5										E A 0 0 0 0 2																																																	
FUND DISTRIBUTION DOC IDENT. PRIORITY REG DEL DATE										DOC IDENT. ROUTING										FISC STOCK NUMBER										UNIT OF ISSUE										QUANTITY																																							
K Z 9 N G K 5 0 6										1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30										1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30										1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30										1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30																																							
ADVISE										H I J										P										Q										R										S																													
																				U/P \$4.80										T/P \$9.60										Rcb 5/5/87										H. 8 Station																													
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Figure 5-1.-DD Form 1348 (6-part) manual receipt.



A0ANUZSEA00002YNE02ANR 9CEK506										AARD0004968										00009936										M/F USS FRANK CABLE AS 40									
V02865 6052 1608										MATERIAL CONTROL CODE										6056 050870 29 U										PRESSURE REG REDUCING R REL VALV									
4820 00 483 0681										NUZ EA 00002 A 9C 0004968										H Woodson 7/1/87 H Woodson, Jr										V02865									
CIRCLE QUANTITY										SIGN AND DATE										2																			
P-LOC 473-										NSN: 4820-00-483-0681										QTL: 00002 EA DC A																			
SUSCON 00000000										89723860										LINE 001 OF 001																			

Figure 5-3.-Issue/Receipt Release Document (IRRD), DD Form 1348-1A.

## DD FORM 1149

The Requisition and Invoice/Shipping Document, DD Form 1149, is normally used to requisition or receive specific materials or services, such as repairs or rental equipment. When materials or services are received on a DD Form 1149, the ordering department will do the technical inspection, if required. The unique nature of the material received on the DD Form 1149 requires that receiving personnel be extremely careful when processing these receipts. Receiving personnel must secure and properly distribute these materials. Figure 5-4 shows an example of how to fill out a DD Form 1149. After technical review and acceptance, receiving personnel will complete the DD Form 1149 receipt document. To complete the DD Form 1149, you must mark and circle the quantity in column D. Also, you must date and sign in the lower right portion of the DD Form 1149, but not over any existing information.

## DD FORM 1155

Ashore and afloat activities use DD Form 1155 as an order for supplies and services or as receipts from

commercial sources. When used as receipt document, complete DD Form 1155 by circling the quantity in column 20. Also, enter the date and signature in block 26 (fig. 5-5). Proper processing of DD Form 1155 receipts requires familiarity with the terms and concepts discussed in the following paragraphs.

### Direct Delivery

When used for direct delivery, blocks 13 and 14 of DD Form 1155 will show that the material and invoice will be sent directly to the ordering activity. In such cases, the ordering activity is responsible for both a quality and quantity certification and acceptance of material.

Normally, there are no qualified receiving personnel to make technical judgments in receiving material. A technical specialist from the ordering department or unit should help confirm acceptance before completing the DD Form 1155. Figure 5-5 shows receipt for direct delivery on a DD Form 1155.

SHIPPING CONTAINER TALLY		1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50																																																	
<b>REQUISITION AND INVOICE/SHIPPING DOCUMENT</b>																									SHEET NO. 1		NO. OF SHEETS 1		5. REQUISITION DATE 7 APR 87										6. REQUISITION NUMBER R04648-7097(**)												
1. FROM R04648 USS SAMUEL GOMPERS (AD 37)																									7. DATE MATERIAL REQUIRED										8. PRIORITY																
2. TO N00244 FISC San Diego, CA																									9. AUTHORITY OR PURPOSE																										
3. SHIP TO - MARK FOR  Supply Officer USS SAMUEL GOMPERS (AD 37) FPO San Francisco, CA 96601																									10. SIGNATURE I. L. GARDNER, LT, SC, USN										11a. VOUCHER NUMBER AND DATE																
																									12. DATE SHIPPED										b. -----																
																									13. MODE OF SHIPMENT										14. BILL OF LADING NUMBER																
4. APPROPRIATION AND SUBHEAD 17X4911.702D																									OBJ. CL. 000		BUR. CONT. NO. 53824		SUBAL. LOT 0		AUTHORIZATION ACCTG ACTIVITY 060957		TRANS. TYPE 2D		PROPERTY ACCTG ACTIVITY R04648		COUNTRY -		COST CODE 007097(**)NU										AMOUNT **		
																									15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.																										
ITEM NO. (a)		FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES (b)																							UNIT OF ISSUE (c)		QUANTITY REQUESTED (d)		SUPPLY ACTION (e)		TYPE CONTAINER (f)		CONTAINER NOS. (g)		UNIT PRICE (h)		TOTAL COST (i)														
		**Reqn. Ser. No. SERVICE AND MATERIALS FOR REPAIR OF:  3001 Marchant Calculators Serial Nos. 441067, 441255  3002 Friden Adding Machines Serial No. 56412  3003 IBM Selectric Typewriters Serial Nos. 14-667421, 15-667441  3004 Remington Electric Typewriter Serial No. 14-336601  Total Cost NOT to exceed \$200.00																							EA		00001										60.00														
																									EA		00001								40.00																
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16. TRANSPORTATION VIA MATS OR MSTs CHARGEABLE TO																									17. SPECIAL HANDLING																										
RECAPITULATION OF SHIPMENT		ISSUED BY		TOTAL CONTAINER		TYPE CONTAINER		DESCRIPTION															TOTAL WEIGHT		TOTAL CUBE		19. CONTAINERS RECEIVED EXCEPT AS NOTED QUANTITIES RECEIVED EXCEPT AS NOTED RECEIPT POSTED		DATE		BY		SHEET TOTAL																		
		CHECKED BY																													DATE		BY		GRAND TOTAL																
		PACKED BY																															DATE		BY		20. RECEIVER'S VOUCHER NO.														
								TOTAL																																											
DD FORM 1 MAR 58 1149 (2-P)																									51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100																										
REPLACES EDITION OF 1 MAY 58 WHICH MAY BE USED																									S/N 0102-011-1801																										
																									ORIGINAL																										

Figure 5-4.—Requisition and Invoice/Shipping Document, DD Form 1149.

<b>ORDER FOR SUPPLIES OR SERVICES</b>				FORM APPROVED OMB No 0704-0187 Expires Jul 31, 1989	PAGE 1 OF 1
1. CONTRACT PURCH ORDER NO. N00000-93-V-9999		2. DELIVERY ORDER NO. N00000-93-F-111		3. DATE OF ORDER 93 DEC 26	
4. REQUISITION/PURCH REQUEST NO. V00000-3359-A000		5. CERTIFIED FOR AN- TIONAL DEFENSE UN- DER DMS REG 1 CO		6. ISSUED BY CONTRACTING OFFICER FISC SOMEWHERE CITY, STATE 99999-1234 JOHN DOE (999) 123-4567	
7. ADMINISTERED BY (If other than 6) CODE		8. DELIVERY FOR <input checked="" type="checkbox"/> DEST <input type="checkbox"/> OTHER (See Schedule if other)		9. CONTRACTOR CODE NAME AND ADDRESS MANUFACTURE INC. 0001 ROADBLOCK AVE. CITY, STATE 99999 ATTN: CHIP WRECK	
10. DELIVER FOR POINT BY (Date) 93 DEC 30		11. MARK IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISAD- VANTAGED <input type="checkbox"/> WOMEN-OWNED		12. DISCOUNT TERMS FAST PAY	
13. MAIL INVOICES TO SEE BLOCK #15 (BELOW)		14. SHIP TO CODE SUPPLY OFFICER USS FORSAIL FPO AE 99999-0000		15. PAYMENT WILL BE MADE BY CODE DEFENSE ACCOUNTING OFFICE-CLEVELAND (ADDRESS)	
16. TYPE OF ORDER DELIVERY <input checked="" type="checkbox"/> PURCHASE <input type="checkbox"/>		This delivery order is issued on another Government agency or in accordance with and subject to terms and conditions of another contract. Reference your TELEPHONE/FAX QUOTE: F/Q: NAME 12/25/93			
<b>FAST PAY</b>					
ACCEPTANCE: THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED. SUBJECT TO THE TERMS AND CONDITIONS SET FORTH AND AGREES TO PERFORM THE SAME.					
NAME OF CONTRACTOR _____ SIGNATURE _____ TYPED NAME AND TITLE _____ DATE SIGNED _____					
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE (ACCOUNTING DATA)					
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICE	20. QUANTITY ORDERED/ACCEPTED	21. UNIT	22. UNIT PRICE	23. AMOUNT
1	MOTOR	1	EA	111.00	111.00
SUBJECT TO THE 7 WORKING DAY CONSTRUCTIVE ACCEPTANCE PERIOD.					
<b>FAST PAY</b>					
24. UNITED STATES OF AMERICA (SIGNATURE) BY ECKS BRAND		25. TOTAL 111.00		26. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED	
27. SHIP NO.		28. D.O. VOUCHER NO.		29. DIFFERENCES	
<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		30. PAID BY		31. INITIALS	
32. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		33. AMOUNT VERIFIED CORRECT FOR		34. CHECK NUMBER	
35. I certify this account is correct and proper for payment		36. BILL OF LADING NO.		37. RECEIVED AT	
DATE _____ SIGNATURE AND TITLE OF CERTIFYING OFFICER _____		38. RECEIVED BY (CUSTOMER SIGNATURE)		39. DATE RECEIVED	
40. TOTAL CONTAINERS		41. ACCOUNT NUMBER		42. S/R VOUCHER NO.	

DD Form 1155 Previous editions are obsolete CONTRACTOR MUST SUBMIT FOUR COPIES OF INVOICE

Figure 5-5.-Order for Supplies and services DD Form 1155 (direct delivery/fast pay).

ORDER FOR SUPPLIES OR SERVICES				FORM APPROVED OMB No 0704-0187 Expires Jul 31, 1989		PAGE 1 OF 1	
1. CONTRACT PURCH ORDER NO. N00000-93-V-9999		2. DELIVERY ORDER NO.		3. DATE OF ORDER 93 DEC 26		4. REQUISITION/PURCH REQUEST NO. V00000-3360-A001	
6. ISSUED BY CONTRACTING OFFICER FISC SOMEWHERE CITY, STATE 99999-1234 JOHN DOE (999) 123-4567				7. ADMINISTERED BY (If other than 6) CODE		8. DELIVERY FOR <input checked="" type="checkbox"/> DEST <input type="checkbox"/> OTHER <small>(See Schedule if other)</small>	
9. CONTRACTOR NAME AND ADDRESS MANUFACTURE INC. 0001 ROADBLOCK AVE. CITY, STATE 99999 ATTN: CHIP WRECK				10. DELIVER FOB POINT BY (Date) 93 DEC 30		11. MARK IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISAD- VANTAGED <input type="checkbox"/> WOMEN-OWNED	
12. DISCOUNT TERMS NET 30 DAYS				13. MAIL INVOICES TO SAME AS BLOCK 6 (ABOVE)			
14. SHIP TO CODE SUPPLY OFFICER USS FORSAIL FPO AE 99999-0000				15. PAYMENT WILL BE MADE BY CODE DEFENSE ACCOUNTING OFFICE-CLEVELAND (ADDRESS)		MARK ALL PACKAGES AND PAPERS WITH CONTRACT OR ORDER NUMBER	
<div style="display: flex; justify-content: space-between;"> <div style="width: 15%;"> 16. TYPE OF ORDER DELIVERY PURCHASE <input checked="" type="checkbox"/> </div> <div style="width: 85%;"> This delivery order is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.  Reference your <b>TELQUOTE 12/25/93</b>  ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED. SUBJECT TO THE TERMS AND CONDITIONS SET FORTH AND AGREES TO PERFORM THE SAME. </div> </div>							
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;">NAME OF CONTRACTOR</div> <div style="width: 30%;">SIGNATURE</div> <div style="width: 20%;">TYPED NAME AND TITLE</div> <div style="width: 20%;">DATE SIGNED</div> </div> <input type="checkbox"/> If this box is marked, supplier must sign acceptance and return the following number of copies:							
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE (ACCOUNTING DATA)							
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICE	20. QUANTITY ORDERED/ACCEPTED	21. UNIT	22. UNIT PRICE	23. AMOUNT		
1	PULLEY ASSEMBLY	1	EA	87.00	87.00	FOR OBLIGATION PURPOSES ONLY, THE TRANSPORTATION COSTS CHARGEABLE TO THE FUNDS INDICATED (TAC: N000 ARE ESTIMATED TO BE: \$12.34  SUBJECT TO THE 7 WORKING DAY CONSTRUCTIVE ACCEPTANCE PERIOD.	
* If quantity accepted by the Government is same as quantity ordered, indicate by J mark. If different, enter actual quantity accepted below quantity ordered and enclose.		24. UNITED STATES OF AMERICA (SIGNATURE) BY ECKS BRAND				25. TOTAL 87.00	
26. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED		27. SHIP. NO.		28. D.O. VOUCHER NO.		29. DIFFERENCES	
DATE _____ SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE _____		<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		30. INITIALS	
35. I certify this account is correct and proper for payment		36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		33. AMOUNT VERIFIED CORRECT FOR		34. CHECK NUMBER	
DATE _____ SIGNATURE AND TITLE OF CERTIFYING OFFICER _____		35. BILL OF LADING NO.		36. S/R VOUCHER NO.		42. S/R VOUCHER NO.	
37. RECEIVED AT	38. RECEIVED BY (CUSTOMER SIGNATURE)	39. DATE RECEIVED	40. TOTAL CONTAINERS	41. ACCOUNT NUMBER			

DD Form 1155
Previous editions are obsolete
CONTRACTOR MUST SUBMIT FOUR COPIES OF INVOICE

Figure 5-6.-Order for Supplies and Services DD Form 1155 (indirect delivery).



## Fast Pay

The fast payment procedure allows payment, under limited conditions, to a contractor before the Government's verification that supplies were received and accepted. Fast payment is for ordering supplies by afloat and overseas activities only.

Fast pay is the payment made to a commercial source based on proof of shipment by the vendor. This means the vendor gets paid by submitting an invoice proving that supplies were delivered to a post office, common carrier, or Government receiving point. The vendor agrees to replace, repair, or correct supplies not received at destination, damaged in transit, or not conforming to purchase agreements.

Use this method for buying material that does not require technical certification at the destination. Prepare DD Form 1155 according to enclosure 2, chapter 5, of NAVSUPINST 4200.85 (series). The DD Form 1155 should include the fast payment procedure clause at FAR 52.213-1 in full. Any BPA that may have fast payment order should also contain the fast payment procedure clause. Mark the original and all copies of the DD Form 1155 with "FAST PAY" in bold letters. The consignee must notify the purchasing office within the following time frames:

- Receipt of conforming material within 10 days from the receipt date
- Within 30 days if materials were not received by the date shown in block 10 of DD Form 1155
- Within 10 days after receiving material that does not conform to the requirements of the order

## Indirect Delivery

When used for indirect delivery, blocks 13 and 14 of DD Form 1155 will show that the material and the invoice will be delivered to a transshipper. In this case, the supporting activity performs the technical inspection and confirms acceptance of the material. The receiving personnel need only verify the quantity of material received. See figure 5-6 for a sample DD 1155 processed for indirect delivery.

The procedure for ordering material on a DD Form 1155 often involves a customer picking up the material. This method is also known as "bearer pick-up." We use this method when the ordering department goes directly to the vendor to get material. The supply officer establishes local procedures to ensure proper receipt processing. The procedures include requirements for picking up all material and removing the DD Form 1155

copy from the bearer suspense file. The suspense copy of DD form 1155 goes to the receiving section for processing.

The ordering activity receives advance notice for each DD Form 1155 purchase placed by another activity in response to a requisition. The advance package includes a copy of the DD Form 1155 and a preaddressed card titled "Report of Nonreceipt, Damage, or Nonconformance."

## Report of Receipt, Nonreceipt or Nonconformance

The ordering activity completes and returns the Report of Receipt, Nonreceipt, or Nonconformance with an advance DD Form 1155. This form is used when material received under contract on a DD Form 1155 is not acceptable. The reasons for not accepting material includes damaged in shipment or not technically acceptable (direct shipments only). You also use this form to report orders that were not received within 60 days of the specified delivery date. Receiving personnel should then tell the procurement section to begin new procurement action if necessary. When material has been received on DD Form 1155, the Purchase Action file copy will be certified as received. See figure 5-7 for a sample Report of Receipt, Nonreceipt, or Nonconformance.

## DD FORM 250

The Material Inspection and Receiving Report, DD Form 250, is used to verify material inspection and acceptance for items received directly from a contractor. The DD Form 250 may be used for shipments of material procured by ashore activities on DD Form 1155. Receiving personnel will review the DD Form 250 to determine the type of certification required. The following paragraphs explain the types of certification.

### Acceptance At Destination (Code D)

Block 8 of DD Form 250 will show if acceptance at destination (code D) was requested by the ordering activity. If block 21B indicates procurement quality assurance (PQA) and acceptance, you should contact a qualified technician from the ordering department. The technician will inspect and certify material acceptability in block 21B.

The receiving personnel will certify the quantity received in block 22. For quantity discrepancies, line out the quantity in column 17, enter and circle the quantity received. For material received in damaged condition,

<b>REPORT OF RECEIPT, NONRECEIPT, OR NONCONFORMANCE</b> <b><u>INSTRUCTION FOR USE</u></b>	
<b>IMPORTANT:</b> Complete and return this card to: <u>Naval Supply Center Code 200</u> (1) Within 10 days after receipt of material, or (2) If material not received within 30 days after delivery date specified in the order, or (3) If nonconforming material was received	
_____ Purchase Order No.	Requisition. No. _____
Activity <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;"> <input type="checkbox"/> Partial Delivery         </div> <div style="text-align: center;"> <input type="checkbox"/> Final Delivery         </div> </div>	
The supplies listed in the above purchase order were (Check one): <div style="display: flex; align-items: center; margin-top: 10px;"> <div style="margin-right: 10px;"> <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> </div> <div>             Received on _____ and conformed to the requirements of the order              Not received              Received but rejected - \$F 364 Report of Discrepancy attached           </div> </div>	
Receiving Activity _____	Date _____
Signature official authorized to accept supplies title _____	Phone _____

NAVY DEPARTMENT  
OFFICIAL BUSINESS

Commanding Officer  
Fleet Industrial Supply Center  
City, State, Zip Code

**Figure 5-7.-Report of Receipt, Nonreceipt or Nonconformance.**

line out quantity and enter and circle quantity received in good condition. Write an explanation of the differences directly below the adjusted quantity, as shown in figure 5-8. After block 21A has been completed for PQA at origin, receiving personnel then certify the quantity received in block 22.

## Acceptance At Source

When block 8 shows Acceptance code S or O (source or other) and block 21A was completed for PQA and acceptance, receiving personnel need only to certify the quantity received in block 22. Figure 5-9 is a sample DD Form 250 accepted at source.

Process receipts for material received on a DD Form 250 as soon as possible to fulfill the discount terms shown in block 5. This type of material is normally expensive. Quick processing of receipt can result in a reduced cost to the Government (fig. 5-9).

**STANDARD FORM 1103**

You may use U.S. Government Bill of Lading (GBL) (Standard Form 1103) to give delivery instructions to a commercial carrier. To provide receipt documentation to the ordering activity, use Standard Form 1103B. Shore activities often divert commercial deliveries directly to ships in the area to cut the need for double handling of material. In such cases, it is the ship's responsibility to tell the ashore support activity of any material received short or damaged. Commercial carriers do not always make scheduled deliveries. Receiving personnel must be able to react quickly to unexpected deliveries. Quick response to deliveries will avoid additional charges against the Government by commercial carrier. See figure 5-10 for sample GBL.

<b>MATERIAL INSPECTION AND RECEIVING REPORT</b>		<b>1 PROC. INSTRUMENT/DEN CONTRACT</b> GS-00S-56301 N00171-76-F-C124		<b>2 SHIPMENT NO.</b> KW00001		<b>3 DATE SHIPPED</b>		<b>4 B/L</b> D-5597774		<b>5 DISCOUNT TERMS</b> 1/2 of 1% - 20 days													
				<b>6 PRIME CONTRACTOR</b> K. W. Battery Co. 3555 Howard Street Skokie, IL 60076		<b>7 PREPARED BY</b> DCASR-Chicago O'Hare International Airport P. O. Box 66475 Chicago, IL		<b>8 ACCEPTANCE POINT</b> D															
<b>11 SHIPPED FROM (If other than 6)</b>		<b>12 PAYMENT WILL BE MADE BY</b> DCASR-Chicago O'Hare International Airport P. O. Box 66475 Chicago, IL		<b>13 SHIPPED TO</b> CODE 102.12 Transportation Officer Naval Supply Center Norfolk, VA 23511-6292		<b>14 MARKED FOR</b> USS PUGET SOUND (AD 38)		<b>15</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">ITEM NO</th> <th style="width: 35%;">STOCK PART NO <small>(Indicate number of shipping containers, type of container, container number)</small></th> <th style="width: 25%;">DESCRIPTION</th> <th style="width: 10%;">QUANTITY SHIP/REC'D</th> <th style="width: 5%;">UNIT</th> <th style="width: 10%;">UNIT PRICE</th> <th style="width: 10%;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">4</td> <td>Mfg P/N A-5685-38, Type 6 FN-11 Battery Storage Wet and Charged  1 skid (2 boxes) Reqn # V05837-7172-1410</td> <td></td> <td style="text-align: center;">1</td> <td style="text-align: center;">EA</td> <td style="text-align: right;">\$214.35</td> <td style="text-align: right;">\$428.70</td> </tr> </tbody> </table>		ITEM NO	STOCK PART NO <small>(Indicate number of shipping containers, type of container, container number)</small>	DESCRIPTION	QUANTITY SHIP/REC'D	UNIT	UNIT PRICE	AMOUNT	4	Mfg P/N A-5685-38, Type 6 FN-11 Battery Storage Wet and Charged  1 skid (2 boxes) Reqn # V05837-7172-1410		1	EA	\$214.35	\$428.70
										ITEM NO	STOCK PART NO <small>(Indicate number of shipping containers, type of container, container number)</small>	DESCRIPTION	QUANTITY SHIP/REC'D	UNIT	UNIT PRICE	AMOUNT							
4	Mfg P/N A-5685-38, Type 6 FN-11 Battery Storage Wet and Charged  1 skid (2 boxes) Reqn # V05837-7172-1410		1	EA	\$214.35	\$428.70																	
<b>16</b> DISCOUNT APPLICABLE - EXPEDITE ACCEPTANCE AND FORWARDING OF RECEIPTED COPY TO PAYING OFFICE		<b>17</b> DISCREPANCY TO BE REPORTED ON STANDARD FORM 364 TO CONTRACTING ACTIVITY																					
<b>21</b> <b>A ORIGIN</b> CPOA ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract except as noted herein or on supporting documents.  DATE: _____ TYPED NAME AND OFFICE: _____ SIGNATURE OF AUTH GOVT REP: _____		<b>B DESTINATION</b> CPOA ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract except as noted herein or on supporting documents.  DATE: 7/4/87 TYPED NAME AND OFFICE: JOHN BRIARS EN2, USN SIGNATURE OF AUTH GOVT REP: _____		<b>22 RECEIVER'S USE</b> Quantities shown in column 17 were received in apparent good condition except as noted. DATE: 7/4/87 TYPED NAME AND OFFICE: F. LIEB SKC, USN SIGNATURE OF AUTH GOVT REP: _____ <small>* If quantity received by the Government is the same as quantity shipped, indicate by checkmark. Mark if different than actual quantity received below quantity indicated in invoice.</small>																			
						<b>23 CONTRACTOR USE ONLY</b> INDICATES ACCEPTANCE AT SOURCE BY AUTHORIZED, QUALIFIED GOVERNMENT REPRESENTATIVE		INDICATES 1 RECEIVED IN GOOD CONDITION, 1 DAMAGED DISCOUNT EXPEDITE 1 damaged (cracked casing)															

FORM DD 1 OCT 86 250 PREVIOUS EDITIONS ARE OBSOLETE

Figure 5-8.-DD Form 250 (Acceptance At Destination).

<b>MATERIAL INSPECTION AND RECEIVING REPORT</b>		<b>1 PROC. INSTRUMENT/IDEN CONTRACT</b> GS-00S-56301 N00171-76-F-C124		PAGE 1 OF 1	
				<b>8 ACCEPTANCE POINT</b> S	
<b>2 SHIPMENT NO</b> KW00001	<b>3 DATE SHIPPED</b>	<b>4 B/L</b> D-5597774		<b>5 DISCOUNT TERMS</b> 1/2 of 1% - 20 days	
<b>8 PRIME CONTRACTOR</b> K. W. Battery Co. 3555 Howard Street Skokie, IL 60076		<b>10 PREPARED BY</b> DCASR-Chicago O'Hare International Airport P. O. Box 66475 Chicago, IL		<b>CODE</b> S1402U	
<b>11 SHIPPED FROM (If other than Prime Contractor)</b>		<b>12 PAYMENT WILL BE MADE BY</b> DCASR-Chicago O'Hare International Airport P. O. Box 66475 Chicago, IL		<b>DISCREPANCY TO BE REPORTED ON STANDARD FORM 364 TO CONTRACTING ACTIVITY</b>	
		<b>13 SHIPPED TO</b> <b>CODE</b> 102.12 Transportation Officer Naval Supply Center Norfolk, VA 23511-6292			
<b>14 MARKED FOR</b> USS PUGET SOUND (AD 38)					
<b>15 ITEM NO</b> 4	<b>16 STOCK PART NO.</b> <small>(Indicate number of shipping containers, type of container, container number)</small> Mfg P/N A-5685-38, Type 6 FN-11 Battery Storage Wet and Charged  1 skid (2 boxes) Reqn # V05837-7172-1410	<b>17 QUANTITY SHIP/RECD</b> 2	<b>18 UNIT</b> EA	<b>19 UNIT PRICE</b> \$214.35	<b>20 AMOUNT</b> \$428.70
<b>INDICATES 1 RECEIVED IN GOOD CONDITION, 1 DAMAGED</b>		① 1 damaged (cracked casing) DISCOUNT EXPEDITE			
<b>PROCUREMENT QUALITY ASSURANCE</b>					
<b>21 A ORIGIN</b> POA ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract except as noted herein or on supporting documents.  DATE 6/15/87 TYPED NAME J. J. SIMPSON AND OFFICE GS-5		<b>22 B DESTINATION</b> POA ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract except as noted herein or on supporting documents.  DATE TYPED NAME AND TITLE		<b>23 RECEIVER'S USE</b> Quantities shown in column 17 were received in apparent good condition except as noted. DATE 7/4/87 SIGNATURE OF AUTH GOVT REP F. LIEB TYPED NAME AND OFFICE SKC, USN <small>* If quantity received by the Government is the same as quantity shipped, indicate by checkmark. Mark if different than actual quantity received below quantity indicated by checkmark.</small>	
<b>INDICATES ACCEPTANCE AT SOURCE BY AUTHORIZED, QUALIFIED GOVERNMENT REPRESENTATIVE</b>		<b>RECEIVER'S SIGNATURE AND DATE OF ACTUAL RECEIPT ON BOARD</b>			

FORM DD 1 OCT 80 250  
 S H 9191-808-1001

Figure 5-9.-DD Form 250 (Acceptance At Source).

U.S. GOVERNMENT BILL OF LADING				ORIGINAL <span style="font-size: small;">B/L NO.</span>		SAMPLE																																																																
TRANSPORTATION COMPANY TENDERED TO <b>XYZ Railroad Company</b>				SCAC		ROUTE ORDER/RELEASE NO.																																																																
STOP THIS CAR OR TRUCK AT				<div style="display: flex; justify-content: space-between;"> <div> <b>CARTRUCK CONTAINER</b>  ORDERED <input type="checkbox"/> FURNISHED <input type="checkbox"/> </div> <div> <b>MARKED CAPACITY</b>  ORDERED <input type="checkbox"/> FURNISHED <input type="checkbox"/> </div> </div>		<b>DATE FURNISHED</b> 871027																																																																
<b>IMPORTANT</b> <small>Regulations require Original, Shipping Order, and Freight Waybill Original and Carrier's Copy to be surrendered to carrier after signature of consignee. Must be sent to consignee.</small>				<b>DATE B/L ISSUED</b> 871029		<small>*Through this information in case of loss/damage/shortage shipment only</small>																																																																
<b>FOR CAR, TRUCK OR CONTAINER INITIALS AND NO.</b> XYZ 7692		<b>RIND</b> EH		<small>Extra services are ordered see Administrative Directions No. 2 on reverse</small>																																																																		
Received by the transportation company named above, subject to conditions named on reverse hereof, the property hereinafter described, in apparent good order and condition (contents and value unknown), to be forwarded to destination by the said company and connecting lines, there to be delivered in like good order and condition to said consignee.				<b>FROM</b> Midwest Army Depot, IA		<b>SPLC</b> 296847																																																																
<b>CONSIGNEE (Name, address and ZIP code)</b> Transportation Officer Southern Outpost New Orleans, LA 70146				<b>MARKS</b> V21098-7197-4234		<b>GBLOC</b> ZZZZ																																																																
<b>DESTINATION (Name, address and ZIP code of institution)</b> Supply Officer USS Shenandoah (AD 44) Huly Loch, Scotland				<b>BILL CHARGES TO (Dept, agency, bureau/office, mailing address and ZIP code)</b> Chief, Transportation Division US Army Finance Support Agency Indianapolis, IN 46249																																																																		
<b>VIA (Route shipment when advantageous to the Government)</b>				<b>APPROPRIATION CHARGEABLE</b> 17X3980.2379 022 74001 063408 2D 000000 000N155 98003																																																																		
<b>SEAL NUMBERS</b>		<b>FOR CARRIER'S USE ONLY - WAYBILL NO OR FREIGHT BILL NO.</b>		<small>Contractor will return unused or canceled bills of lading to the Government of file from which received</small>																																																																		
<b>APPLIED BY</b>																																																																						
<b>PACKAGES</b> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>NO</th> <th>KIND</th> <th>DESCRIPTION OF ARTICLES (Use carrier's classification or tariff description if possible; otherwise use a clear nontechnical description)</th> <th>NUMBERS ON PACKAGES</th> <th>WEIGHTS*</th> <th colspan="3">FOR USE OF DESTINATION CARRIER ONLY</th> </tr> <tr> <th colspan="5"></th> <th>CLASS</th> <th>RATE</th> <th>CHARGES</th> </tr> </thead> <tbody> <tr> <td colspan="2"></td> <td>Classification No. UFC 34580</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>22</td> <td>Boxes</td> <td rowspan="4">Electrical Appliances or Instruments</td> <td rowspan="4">1 thru 22</td> <td rowspan="4">Gross 30,000 Pallets 500 Freight 29,500</td> <td></td> <td></td> <td></td> </tr> <tr> <td>5</td> <td>Pallets of</td> <td></td> <td></td> <td></td> </tr> <tr> <td>4</td> <td>Boxes</td> <td></td> <td></td> <td></td> </tr> <tr> <td>1</td> <td>Pallet of</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>Boxes</td> <td>Total cube 1250 ft.</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		NO	KIND	DESCRIPTION OF ARTICLES (Use carrier's classification or tariff description if possible; otherwise use a clear nontechnical description)	NUMBERS ON PACKAGES	WEIGHTS*	FOR USE OF DESTINATION CARRIER ONLY								CLASS	RATE	CHARGES			Classification No. UFC 34580						22	Boxes	Electrical Appliances or Instruments	1 thru 22	Gross 30,000 Pallets 500 Freight 29,500				5	Pallets of				4	Boxes				1	Pallet of				2	Boxes	Total cube 1250 ft.						<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Reason</th> <th>Serv</th> <th>Estimate</th> <th>Type</th> <th>YP</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Reason	Serv	Estimate	Type	YP						<b>TARIFF OR SPECIAL RATE AUTHORITIES (CL, TL or Vol. only)</b>	
NO	KIND	DESCRIPTION OF ARTICLES (Use carrier's classification or tariff description if possible; otherwise use a clear nontechnical description)	NUMBERS ON PACKAGES	WEIGHTS*	FOR USE OF DESTINATION CARRIER ONLY																																																																	
					CLASS	RATE	CHARGES																																																															
		Classification No. UFC 34580																																																																				
22	Boxes	Electrical Appliances or Instruments	1 thru 22	Gross 30,000 Pallets 500 Freight 29,500																																																																		
5	Pallets of																																																																					
4	Boxes																																																																					
1	Pallet of																																																																					
2	Boxes	Total cube 1250 ft.																																																																				
Reason	Serv	Estimate	Type	YP																																																																		
<small>If this shipment fully loads the car or truck used, check <input type="checkbox"/> YES</small>																																																																						
<b>CARRIER FURNISHED SERVICE AT ORIGIN</b> <input type="checkbox"/> PICKUP <input type="checkbox"/> TRAP. <input type="checkbox"/> CAR. <small>Initials of shipper's agent</small>				<b>B/L NO.</b> SAMPLE		<b>FOR USE OF ISSUING OFFICE</b> CONTRACT OR PURCHASE ORDER NO. OR OTHER AUTHORITY V21098-7197-4234																																																																
<b>NAME OF TRANSPORTATION COMPANY</b> XYZ Railroad Company				<b>F.O.B. POINT NAMED</b> <b>ISSUING OFFICER (Name and title)</b> John Henry, CAPT, USA		<b>DATE</b> 871029																																																																
<b>DATE OF RECEIPT OF SHIPMENT</b> 871029				<small>Initial carrier's agent, by signature below, certifies he received the Original Bill of Lading.</small>		<b>ISSUING OFFICE (Name and complete address)</b> Midwest Army Depot Rock Valley, IA 51247																																																																
<b>SIGNATURE OF AGENT</b> PER						<b>GBLOC</b> 7.7.7.7.																																																																
<b>CERTIFICATE OF CARRIER BILLING FOR CHARGES - Consignee must not pay any charges on this shipment</b>																																																																						
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>On (Date)</th> <th>At (Actual delivery point)</th> <th>Thru (Name of delivering carrier)</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>								On (Date)	At (Actual delivery point)	Thru (Name of delivering carrier)																																																												
On (Date)	At (Actual delivery point)	Thru (Name of delivering carrier)																																																																				
<small>LIVERED THIS CONSIGNMENT COMPLETE AND IN APPARENT GOOD ORDER EXCEPT AS MAY BE INDICATED HEREFTER</small>				<input type="checkbox"/> SHORTAGE <input type="checkbox"/> DAMAGE <input type="checkbox"/> CARRIER OSD REPORT ATTACHED		<b>SERVICE FURNISHED BY CARRIER AT DESTINATION</b> <input type="checkbox"/> DELIVERY <input type="checkbox"/> TRAP CAR																																																																
<b>NAME OF DESTINATION CARRIER (List two next carrier authorized in bill charges)</b>				<b>SIGNATURE OF CARRIER'S AUTHORIZED AGENT</b>																																																																		

Figure 5-10.-U.S. Government Bill of Lading, Standard Form 1103.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80									
DD FORM 1348-1 (10-64) 1 MAR 74 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED									
STOCK NUMBER: NDZ 596 0 00 16 04 895 QUANTITY: EA 000 1 DOCUMENT NUMBER: 046 48 709 120 31 SUPPLEMENTARY ADDRESS: NEM 01 JZ 7R 06 UNIT PRICE: 110 000									
SHIPPED FROM: A SHIP TO: C MARK FOR: D PROJECT: E TOTAL PRICE: F DOLLARS: G CTS: H									
WAREHOUSE LOCATION: I TYPE OF CARGO: J UNIT PACK: K UNIT WEIGHT: L UNIT CUBE: M LFC: N NMF: O FREIGHT RATE: P DOCUMENT DATE: Q MAT COND: R QUANTITY: S SUBSTITUTION DATA (ITEM ORIGINALLY REQUESTED): T FREIGHT: U CLASSIFICATION NOMENCLATURE: V SIGNATURE: W									
INFORMATION FROM RESEARCH OF BRP USING NSN ON INCOMING MATERIAL RECEIVED BY AND DATE: A.C. Gilham SKCS 7/1/87 INSPECTED BY AND DATE: WAREHOUSE D BY AND DATE: A. C. Gilham, SKCS WAREHOUSE (LOCATION): IF STOCK ITEM, INCLUDE LOCATION: FIRST DESTINATION ADDRESS: DATE SHIPPED: IF TRANSPORTATION CHARGEABLE TO: BILL OF LADING, AWR, OR RECEIVER'S SIGNATURE (AND DATE): RECEIVER'S DOCUMENT NUMBER:									
DOD FORM 1348-1 1 MAR 74 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED DOD SINGLE LINE ITEM RELEASE / RECEIPT DOCUMENT									

Figure 5-11-DD Form 1348-1 (Dummy Receipt).

## MATERIAL RECEIVED WITHOUT PAPERWORK

The following texts describes the action needed for processing material received without paperwork.

### Dummy Invoice

Material received without paperwork needs research. Use the information gathered from research to prepare a dummy document and process the receipt. Personnel in the receiving area perform the research and prepare a dummy receipt on a DD Form 1348-1 (fig. 5-11) or DD Form 1149. The research includes checking the requisition outstanding file by using available information from the material. The information needed are source of supply, stock or part number, item description, document number, fund code, and location (if for stock). When this information is known, enter the quantity, date, and receipt signature on the dummy receipt. You can then process the dummy paperwork as a receipt. Keep dummy receipts in a separate stock control history file.

## Receipt Of Original Documentation

There will be occasions when you will receive the original shipment paperwork after the material and dummy invoice are processed. In these case, compare the original paperwork and dummy invoice information. If differences exists, corrector adjust posted records as appropriate. Attach the original shipment paperwork with the dummy invoice in the material completed file.

## MATERIAL SAFETY DATA SHEET

The DOD Hazardous Material Information System (HMIS) requires that a material safety data sheet (MSDS) be completed for all hazardous material purchased from commercial vendors. Hazardous materials are those materials that, by virtue of their potential y dangerous nature, require controls to assure adequate safety to life and property. The manufacturer or vendor must identify hazardous material at the time of procurement. They must also package, pack, and mark the material to provide the proper degree of

[illegible]

protection during shipment and handling. The vendor supplies MSDS information for the material. Also, the information is available from the Navy Environmental Health Center. Afloat units are responsible for ensuring

control of hazardous material purchased directly from commercial vendors, as specified in NAVSUPINST 5100.27 and other directives. Figures 5-12 and 5-13 are sample MSDS.

<b>Section V — Reactivity Data</b>			
Stability	Unstable		Conditions to Avoid
	Stable		
Incompatibility (Materials to Avoid)			
Hazardous Decomposition or Byproducts			
Hazardous Polymerization	May Occur		Conditions to Avoid
	Will Not Occur		
<b>Section VI — Health Hazard Data</b>			
Route(s) of Entry	Inhalation ?	Skin ?	Ingestion ?
Health Hazards (Acute and Chronic)			
Carcinogenicity	NTP ?	IRAC Monographs ?	OSHA Regulated ?
Signs and Symptoms of Exposure			
Medical Conditions Generally Aggravated by Exposure			
Emergency and First Aid Procedures			
<b>Section VII — Precautions for Safe Handling and Use</b>			
Steps to Be Taken in Case Material is Released or Spilled			
Waste Disposal Method			
Precautions to Be Taken in Handling and Storing			
Other Precautions			
<b>Section VIII — Control Measures</b>			
Respiratory Protection (Specify Type)			
Ventilation	Local Exhaust	Special	
	Mechanical (General)	Other	
Protective Gloves		Eye Protection	
Other Protective Clothing or Equipment			
Work / Hygienic Practices			
Page 2			

**Figure 5-13.-Material Safety Data Sheet (Back).**

## PROCESSING RECEIPTS

Material receipt is a continuous process with day-to-day work depending on location of the activity and the type and amount of material received. Some

procedures may vary in other activities, but the goal is the same. That is, to provide fast and accurate distribution of material and posting of receipt transactions. The procedures for processing receipts



include identification and inspection of material and determining the disposition of the item. The procedures also include separating stock items from DTO and recording and reporting receipt discrepancies.

When considered necessary, a transit shed or butler hut is constructed to support shipboard supply operations. This provides additional space and allows some receiving functions. The ship's supply officer determines the receiving functions, personnel, and equipment when receiving is to be performed ashore.

## **FILES USED IN RECEIPT PROCESSING**

Files are used to keep records of outstanding requisitions applicable to prospective material receipts. Upon receipt of material, these records are used to ease the receipt process. Also, files are used for holding records as proof of receipt or disposition of material.

### **Material Outstanding File**

The material outstanding file (MOF) contains a copy of procurement documents for materials or services not yet received. This file contains various documents as attachment to the procurement request. The file may contain follow-up, supply status, shipping status, as well as shipping documents that are specifically applicable to a single item.

### **Material Completed File**

The material completed file contains a copy of procurement documents removed from MOF. This file contains received, canceled, or rejected records of procurement.

### **Multiple Item Shipping File**

This file contains outstanding shipping documents that cover multiple item shipments. It consists of memoranda, transportation control and movement document (TCMD), and other types of shipping papers. This file is kept in the supply office or main receiving area. The outstanding documents are filed according to shipment destinations and should be reviewed prior to entering port. When a multiple item shipment is received the outstanding document will be marked with date of receipt. Any discrepancies noted will also be written on the document. The receipts will then be filed in a separate folder marked "Completed Shipping Documents."

## **Miscellaneous Receipt File**

This file contains shipping papers and invoices of material received but not ordered by the activity. For example, an item shipped by a shore activity to an aircraft squadron aboard ship. In this case, the receiving personnel will transfer the item to the squadron, get signatures, mark the receipt date, and file the document. You should prepare a consumption document for material received and issued as DTO.

## **MATERIAL INSPECTION AND VERIFICATION**

Material must be inspected and verified upon receipt. Receipt inspection requires a quantity and quality certification, depending upon the source of supply. The following paragraphs describe the requirements for inspection and verification of material receipts.

### **Receipts From Naval Activities**

Materials received from naval activities require a quantity inspection only. The shore supply activity has conducted the quality inspection upon acceptance of material from the original supplier. There is no need to duplicate the quality inspection aboard ship or station. The receiving personnel need only verify the quantity and inspect for obvious damage or tampering of material. Opening material received in bales, packages, or cases to ascertain their contents is not necessary. Receiving personnel can receive them according to their external markings and package count. Show acceptance of the entire quantity shipped by circling the quantity on the shipping document. If damage is obvious, technical personnel from the user department will need to perform an inspection to ensure the material is acceptable. If only the packaging is damaged, repack and remark the material for further processing. If the material is damaged, mark the paperwork as described in previous paragraphs. Then, put the material in a holding area for discrepancy reporting.

### **Receipts From Marine Corps and Other Government Activities**

Receipts from government activities other than Navy will be inspected for quality and quantity. Receipts from Marine activities by Marine aviation logistics squadrons (MALS) will inspect for quantity only. Receiving personnel will perform the quality inspection. If receiving personnel are not qualified to do

the quality inspection, the user department should provide a technician to do the inspection. After completion of the inspection, show acceptance by circling the quantity on the document.

### Receipts From Commercial Sources

Material received from a commercial source is a result of a purchase request submitted to a civilian vendor. In this section, we will discuss the requirements before accepting material from commercial vendors.

Material received from commercial vendors may require quality and quantity inspections. When inspected and accepted by the ashore activity, the quality inspection need not be performed afloat; however, the receiving activity must perform the quantity inspection before accepting the material. Upon receipt of material not inspected and accepted ashore, receiving personnel will perform the inspection. If needed, you may request assistance of technical personnel from the user department to do the quality inspection. A full and thorough quality inspection should be conducted. All packages must be opened and the contents verified by count. All DTO material will be inspected and accepted by the cognizant department head or representative, when possible. Itemized copies of invoices or delivery papers should accompany material deliveries from commercial vendors. Receiving personnel should not sign for material unless the shipper can provide a copy of the receipt document. Receiving personnel should not accept material until fully satisfied that the material conforms to the specifications in the purchase document or contract.

BPA receipts will be inspected for quality and quantity. Personnel who pick up material from supply will certify these inspections at time of pickup. This procedure also applies for material purchased through imprest fund.

### DETERMINING MATERIAL DISPOSITION

Material received by an activity will be either for stock or DTO. You can determine where to send the material by the serial on the document number or by the supplementary address on shipping document. The supplementary address field of the DD Form 1348-1 normally contains the storeroom location for stock items. It also may have the work center or phone extension number for DTO items.

### Document Information

The following texts describe the information on receipt documents that will help you in determining material distribution.

The ship to/mark for block contains the requisition number of purchase documents.

The document number block contains the UIC and document serial number that identifies stock and DTO requisitions.

The special material identification code SMIC indicates if material is in support of a special program.

The security code indicates special handling based on security classification or hazardous nature of material. The codes used for classified material are A, B, C, D, E, F, G, H, K, L, O, S, T, U, and 7. Codes used for pilferable material are I, J, M, N, P, Q, R, V, W, X, Y, and Z. Codes used for ammunition and explosives are numbers 1 through 8. Refer to chapter 17 of NAVSUP P-437 for the meaning of these codes.

The Material Control Code (MCC) block indicates special handling based on specific control or accounting requirements.

The substitute data block advises that the item is an acceptable substitute for the item ordered.

The required delivery date block, when used, indicates expeditious handling required.

The priority block indicate the requisitioner's priority and therefore the speed of handling required.

The supplementary address block may have storeroom location for stock items or local coding of division for DTO items.

The project code block identifies shipments of material for specific projects or programs. The last digit of the project code contains the last digit of storeroom location for stock items (See Appendix 11 of NAVSUP P-567).

### Shipment Labels And Markings

The *Military Standard Marking For Shipment And Storage*, MIL-STD-129M, provides information on shipment labels and markings. Figure 5-14 shows the placement of markings on unit packs, intermediate containers, and exterior containers. The following texts describe the identification information on shipping containers.

**IDENTIFICATION MARKINGS.**— The first line of information is the NSN/NATO stock number. This includes the prefix or suffix. If there is no NSN assigned, this line may be blank.

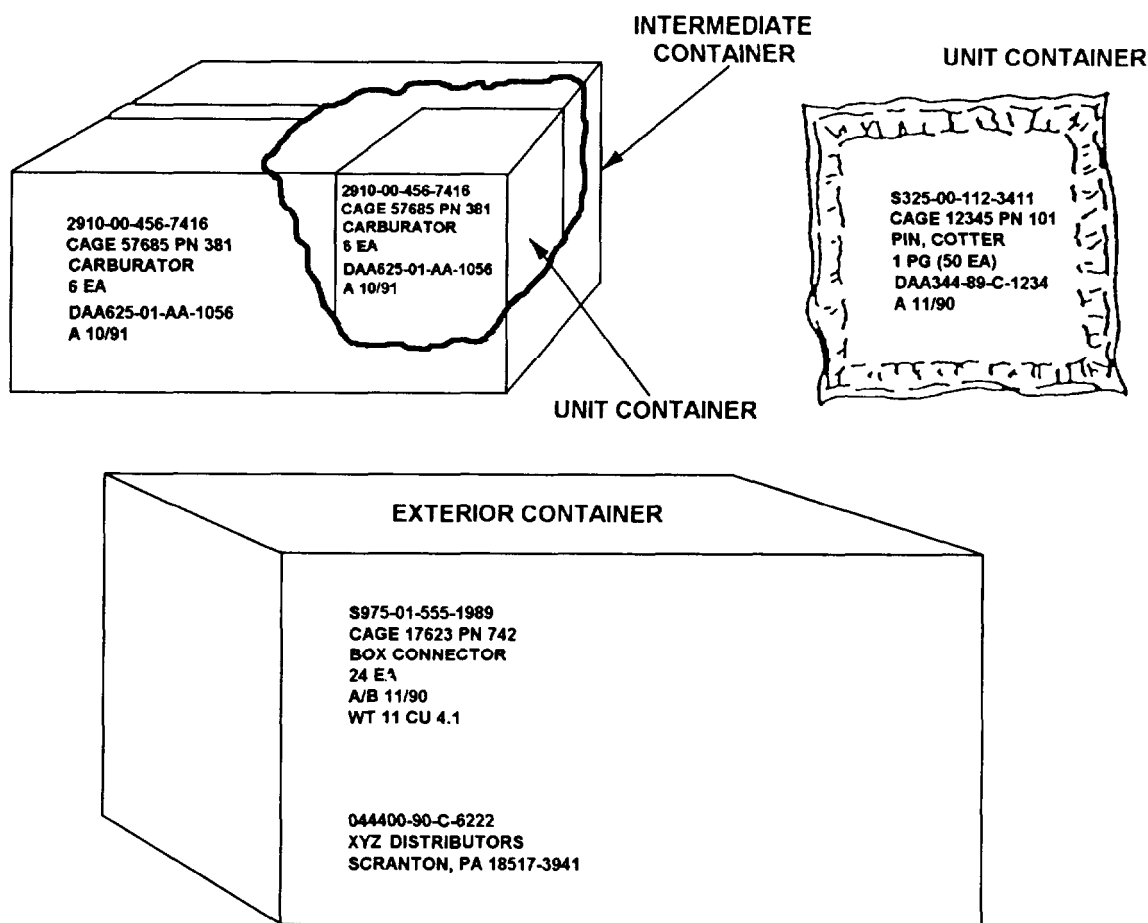


Figure 5-14. Shipment markings.

The second line is the CAGE code and part number. The CAGE code identifies the company that has the contract for the item. The part number identifies the item.

The third line contains the item description or nomenclature of the item.

The fourth line is the quantity and unit of issue. A nondefinitive unit of issue will have a quantitative expression such as 1 RO (100 FT). This means one roll contains 100 feet of material.

The fifth line contains the contract number/purchase order number. This line includes the four-digit delivery order or call number, when used.

The sixth line contains the level of protection and date. For example, the A 10/92 means level A protection (preservation) was provided in October 1992.

Unrelated items, such as mixed stock numbers or items combined into a shipping container, will have MULTIPACK markings. These markings include the word MULTIPACK on the first line. The second line contains the level of protection and the date of the

multipack. The third line contains the gross weight and cube.

Example: MULTIPACK

A 10/92

WT 100 CU 6

**ADDRESS MARKINGS.**— The domestic shipment address label contains the following minimum information.

The first line contains the control number or reference number. As a minimum, it contains the transportation control number (TCN) as the single shipment identification number. The first line may also contain the contract number, purchase order number, or GBL number.

The TCN contains 17 characters. The purpose of assigning a TCN is to control and manage every shipment unit throughout the transportation pipeline. The first three parts of the TCN for MILSTRIP shipments are normally the requisition number. The following paragraphs explain the breakdown of TCN.

Record positions 1-14 normally contains the document number assigned in record positions 30-43 of the requisition. Shipments in MULTIPACK will contain the document number of the requisition with the earliest RDD.

Record position 15 contains the suffix code from record position 44 of DD 1348-1. An X in this position means there is no suffix code assigned.

Record position 16 contains the partial shipment code.

Record position 17 contains the split shipment code.

The partial and split shipment codes indicate whether or not a shipment unit is separated into increments. These codes also identify the specific increments of shipments up to the 23rd increment. The 24th and each later increment will use another TCN. Refer to DOD 4500.32-R, *MILSTAMP*, for additional information on these codes. The following codes are those commonly seen by the AK.

Code Shipment Increment

X	Complete shipment
A	1st increment of a partial or split shipment
B	2d increment or piece
C	3d increment or piece

The following are examples of partial and split shipment codes assigned for surface movement.

DESCRIPTION	TCN POSITION 16/17
A shipment moving as a complete unit from the origin shipper	XX
A shipment unit partialized into three increments for movement from the shipper:	
1st partial	AX
2d partial	BX
3d partial	CX
A complete shipment unit (XX) split into three increments by the transhipper:	
1st partial	XA
2d partial	XB
3d partial	XC
A partial shipment unit (AX) from the shipper split into three increments by the transhipper:	
1st split of partial A	AA
2d split of partial A	AB
3d split of partial A	AC

The From line contains the name and address of the transferring activity. This will have the DOD activity address code (DODAAC) of the activity.

The To line contains the name and address of the consignee using the DODAAC assigned.

The fourth line will contain the project code and required delivery date, when required.

The fifth line contains the weight and cube of the material.

The sixth line contains the piece number and the total pieces.

Example address markings:

TCN	V9999900001111XXX
B/L	#C1234567
FM	NSC SUPPLY NOWHERE, FL 12345-0009
TO	SUPPLY OFFICER V99999 USS INPORT CV-00 FPO AE 99999-0009
PROJECT CODE: ABC	
RDD: 123	
WT 25 CU 2	
BOX 1 OF 2	

Material shipments that originated from DOD activity uses the DD Form 1387, Military Shipment Label. The information on this label may be typed, printed, or bar coded. The DD Form 1387 maybe pasted on the material or attached to a shipping tag. The *MILSTAMP*, DOD 4500.32-R, volume 1, specifies the instructions for and format of the DD Form 1387. See figure 5-15 for a sample bar-coded DD Form 1387. The following paragraphs describe the information on each block of the form.

Data block 1 contains the 17-character TCN, either bar coded or printed in clear text. For MULTIPACK shipment, the lead TCN will be in this block.

Data block 2 contains the postage data. This field is used for mail shipments only. All others will be blank.

Data block 3 contains the DODAAC address of the shipping activity.

Data block 4 contains type of shipment service. This field may have Air Express, Blue Label, Overnight




MILITARY SHIPMENT LABEL DD FORM 1387		
1. TRANSPORTATION CONTROL NUMBER  W6262Q50980209XXX		2. POSTAGE DATA
3. FROM		4. TYPE SERVICE
5. SHIP TO/POE		6. TRANS PRIORITY
7. POO		8. PROJECT
9. ULTIMATE CONSIGNEE OR MARK FOR  W6262R	10. WT	11. ROO
	12. CUBE	13. CHARGES
	14. DATE	15. FMS CASE NO
	16. PIECE NO  0004	
	17. TOTAL PIECES	

Figure 5-15.-Sample bar-coded DD Form 1387.

Delivery, or other types of services. A blank in this field means there is no service used.

Data block 5 contains the ship to and port of embarkation information. The three-digit, air/water port code, and the address will be in this block. For mail inside U. S., this field will have the complete address of the consignee (including zip code),.

Data block 6 contains the transportation priority of the shipment.

Data block 7 may contain the three-digit port of debarkation designator, when used.

Data block 8 contains the project code, if applicable.

Data block 9 contains the consignee's DODAAC and complete address. It will be bar coded or printed in clear text.

Data block 10 contains the actual gross weight of the material.

Data block 11 contains the required delivery date.

Data block 12 contains the cube (in feet) of the material.

Data block 13 contains the freight charge. his information will be on the number one piece of the multiple shipment unit. This field is blank for mail shipments.

Data block 14 contains the date of shipment of the material.

Data block 15 contains the foreign military sales (FMS), when appropriate.

Data block 16 contains the piece number in bar code or clear text.

Data block 17 contains the total pieces of the shipment unit.

**SHELF-LIFE MARKINGS.**—Material shipment containers with shelf-life items are marked with the word SHELF-LIFE in bold letters. The DOD 4140.27-M contains the instructions for managing shelf-life items. There are two types of shelf-life items. Type shelf-life items have a definitive nonexpendable period of shelf life. They are assigned alpha shelf-life codes (including X). Type II shelf-life items have an assigned shelf life. This shelf life may be extended after completion of inspection, test, or restorative action. Type II items have assigned numeric shelf-life codes (including X). Refer to Appendix 17 of NAVSUP P437 for a list of shelf-life codes.

**SPECIAL HANDLING DATA/CERTIFICATION.**—The DD Form 1387-2, Special Handling Data/Certification, is used for shipping hazardous materials. It is also used for nonhazardous shipments (by military aircraft) that require special handling or protective

ITEM NOMENCLATURE ACETYLENE Flammable Gas, UN1001 Flammable Gas		NET QUANTITY PER PACKAGE 1 lb		TRANSPORTATION CONTROL NO. FB203912022485XXX	
SUPPLEMENTAL INFORMATION		CONSIGNMENT GROSS WEIGHT 40 lbs		DESTINATION Tinker AFB, OK	
				LOAD STORAGE/GROUP 18	
				FLASH POINT	
This is to certify that the above named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the Dept of Transportation. THIS IS A MILITARY SHIPMENT! (Complete applicable blocks below)					
X	This shipment is within the limitations prescribed for PASSENGER AIRCRAFT/CARGO AIRCRAFT ONLY (Delete nonapplicable aircraft)		ATA/IATA/IMCO REGULATIONS		
X	AFR 71-4, TM 38-250, NAVSUPPUB 505, MCO P4030.19, DLAM 4145.3, Paragraph 9-7a		49 cfr	PARAGRAPH	EXEMPTION
	DOD 4500.32R (MILSTAMP)			173.7 (a)	DOT-E 7573
ADDRESS OF SHIPPER Address and Telephone Number			TYPED NAME, SIGNATURE AND DATE Name and Date		
EDITION OF 1 MAY 79 CAN BE USED UNTIL 2 JUL 83					
DD FORM 1387-2 82 FEB			SPECIAL HANDLING DATA/CERTIFICATION		

ITEM NOMENCLATURE LITHIUM BATTERIES Flammable solid Flammable solid, Cargo Aircraft Only		NET QUANTITY PER PACKAGE 10/100 grams		TRANSPORTATION CONTROL NO. FB440350612001XXX	
SUPPLEMENTAL INFORMATION		CONSIGNMENT GROSS WEIGHT 5 pounds		DESTINATION FB4403 FRF	
				LOAD STORAGE/GROUP	
				FLASH POINT	
This is to certify that the above named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the Dept of Transportation. THIS IS A MILITARY SHIPMENT! (Complete applicable blocks below)					
X	This shipment is within the limitations prescribed for PASSENGER AIRCRAFT/CARGO AIRCRAFT ONLY (Delete nonapplicable aircraft)		ATA/IATA/IMCO REGULATIONS		
X	AFR 71-4, TM 38-250, NAVSUPPUB 505, MCO P4030.19, DLAM 4145.3, Paragraph 1-16/DOT-E 7052		49 cfr	PARAGRAPH	EXEMPTION
	DOD 4500.32R (MILSTAMP)			173.7 (a)	DOT-E 7573
ADDRESS OF SHIPPER Address and Telephone Number			TYPED NAME, SIGNATURE AND DATE Name and Date		
EDITION OF 1 MAY 79 CAN BE USED UNTIL 2 JUL 83					
DD FORM 1387-2 82 FEB			SPECIAL HANDLING DATA/CERTIFICATION		

Figure 5-16.-Sample DD Form 1387-2.



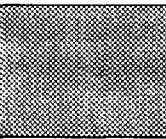


services. Some of the items that require special handling are subject to damage by heat or freezing or life or death shipments. The shipper is responsible for completing and certifying the DD Form 1387-2. See figure 5-16 for a sample DD Form 1387-2.

**HAZARDOUS CHEMICAL WARNING LABEL.**— DOD activities are not required to relabel hazardous chemicals already labeled by the supplier according to the Hazard Communications Standards. Hazardous material received from the supplier without the applicable warning label will have a completed DD

Form 2521 with it. See figure 5-17 for sample DD Form 2521.

### Material for Stock

Materials ordered for stock have a specific document serial number assigned. The UIC is the activity's own number, and serial numbers will usually be 0001 through 1900. Aircraft carriers use the 18 and 19 series document numbers for ordering repairable stock. The first five positions of the storeroom location will be in the supplementary address field. The sixth

HAZARDOUS CHEMICAL WARNING LABEL							
1. CHEMICAL/COMMON NAME 9637, Alkanex 5970-00-161-7232					2. HAZARD CODE		
3. NSN/LSN 5970-00-161-7232		4. PART NUMBER 9637 Alkanex					
5. ITEM NAME Insulating Varnish							
6. HAZARDS (X all that apply)		(1) Acute (Immediate)				(2) CHRONIC (Delayed)	
		NONE	SLIGHT	MODERATE	SEVERE		
a. HEALTH				X		X	
b. CONTACT					X		
c. FIRE					X		
d. REACTIVITY			X				
7. SPECIFIC HAZARDS AND PRECAUTIONS (Including Target Organ Effects)							
<p>WARNING !</p> <p><u>Acute:</u> Irritation of skin, eyes, mucous membranes. Drying, defatting of skin. Ingestion may cause severe damage to gastrointestinal tract. Avoid breathing vapors. Keep away from heat, sparks, and flame.</p> <p><u>Chronic:</u> Contains a suspected mutagen. Contains a suspected teratogen. Blood and reproductive disorders may occur, eye, liver, kidney, and central nervous system damage may occur.</p> <p>(See MSDS for further information)</p>							
8. PROTECT (X all that apply)		X	a. EYES	X	b. SKIN	X	c. RESPIRATORY
9. CONTACT a. COMPANY NAME ABC Chemical Company							
b. ADDRESS (Street, P.O. Box, City, State, Zip Code, and Country) 10 Elm Street, Anytown, NY 55515							
c. EMERGENCY TELEPHONE NUMBER (Include Area Code) (555) 810-1010							
10. PROCUREMENT YEAR FOR HAZARDOUS CHEMICAL							

DD Form 2521, DEC 88

Figure 5-17.-Sample DD Form 2521.

position of location occupies the last digit of the project code.

If block N of the receipt document contains a security code, place material under lock and key until you can make delivery to the storage area. If record position 73 contains material control codes D, E, G, H, Q, or X, use the procedure for processing repairable items.

Deliver material with hazardous material markings directly to the storeroom location or to the department that ordered them. The markings used for shipping hazardous material identify the type of hazard (i.e., flammable, toxic, corrosive, etc.). Hazardous items transported via military air will have a DD Form 1387, Military Shipping Label. The item will also have a DD Form 1387-2, Special Handling Data/Certification

Label, attached. The DD Form 1387-2 label contains abbreviated shipping data, a description of the hazardous item, and special handling instructions.

The receiving and transshipping activities will be notified in advance about shipments of classified material moving other than by postal service. The assigned classification codes will be given on advance shipping notice and movement documents. In DD Form 1348-1, the classification code is in block N. Only designated personnel will handle classified material. All classified material will be located in a designated security storage area until receipt of disposition instruction. Personnel handling classified material must have the required degree of security clearance.

### **Material for Direct Turnover**

The document serial number other than 0000 through 1999 identifies material for direct turnover (DTO) to customer. Serial numbers beginning with G or W indicate NMCS/PMCS/CASREP and require immediate action. The UIC on the document is the activity's own. The UIC of embarked squadrons and units should also be considered for DTO processing.

When materials received have G series documents, contact aviation stores (S-6) division for pickup. Contact stock control (S-1) division for W series documents.

If the shipping document contains a security code, place the material under lock and key until the ordering department picks up the material. The security code occupies block N of DD Form 1348-1 and the lower left corner of IRRD. Use the procedures for processing repairable for items identified with material control codes (MCC) D, E, G, H, Q, or X in record position 73. Hazardous material should be turned over to personnel appointed by the ordering department.

### **Material Without Identification Labels**

In some cases, you may receive material that does not have labels or paperwork. You should try to identify it by CAGE and part number, description, and other identifying marks or qualities. Use a dummy receipt to process identified material. When all research methods fail to identify the material, follow the procedures in the following paragraphs.

If material is a consumable, stage the item for turn-in ashore. Seek technical assistance from probable users if material is a repair part. Contact the aviation stores division if material is aviation repairable.

Stage unidentified material for turn-in to the nearest naval activity ashore.

### **Material Returned to Supply**

A document must accompany each turn-in transaction. The receiving personnel will inspect it for quantity. Material turned into supply by nonsupported units must be taken up in stock. If the material is excess to stock requirements, offload material to an activity ashore at the earliest opportunity.

Material that cannot be identified by the end-user requires additional technical research. Process material into stock when it is properly identified. Process material for turn-in ashore if research methods failed to identify the item.

Processing of repairable items depends on the condition of the material. Repairable items may be in a ready-for-issue (RFI) or not-ready-for-issue (NRFI) condition. RFI material turned in by a nonsupported unit may be shipped to the nearest supply activity, or it may be placed in stock to fill an allowance deficiency. RFI material turned in by the supported unit will be delivered to the storeroom for further processing. Process NRFI repairable through AIMD for repair. If the item is beyond the repair capability of AIMD, stage the NRFI repairable for shipment to the transshipping activity.

Materials returned to supply that were previously reported as missing or stolen, on DD Form 200, will have the transaction reversed.

### **SEPARATING MATERIAL RECEIPTS**

After learning the disposition of material, forward it to either a storage location or to the customer. The method used to stage and distribute material depends upon several factors. These factors include the space available, location of storeroom, amount of material, and type of material. Aboard ship, additional factors include availability of customer's representatives and ship's operations.

### **Receipts for Direct Turnover**

Mark DTO material receipts with the end user's name or work center code. Place the material in the temporary holding area reserved for the end user. Attach a copy of the receipt document for customer signature. Notify the ordering department immediately if material received has high priority. Notify the ordering department at least daily for material receipts with lower priority. Notify stock control (S-1) or the depot-level



repairable (DLR) manager for receipts of DLR items. Notify aviation stores (S-6) division for receipts of AVDLR items.

After turnover of material, submit the signed copy of the receipt document to stock control for further processing.

### **Receipts for Stock**

Material received for stock should be clearly marked for the storeroom shown on the document and on the material. Attach the stow copy of each document to the material. If feasible, combine small items going to the same storeroom in a box. Seal and clearly mark the box for the designated storeroom. Aboard ship, use boxes that are small enough to fit on conveyors and hatches and that weigh no more than 60 pounds.

For multiple receipts, mark each piece with the document number. Also, mark each piece with the piece number, such as 1 of 3, 2 of 3, and 3 of 3. Attach the stow document on the No. 1 piece. Deliver stock items to each storeroom daily or more frequently, if possible.

Process receipts of aviation depot-level repairable (AVDLRS) according to the type commander's instructions.

The storeroom supervisor is responsible for ensuring that stock control gets the completed stow copy for further processing.

### **RECEIPT DISCREPANCIES**

There are two categories of material discrepancies. The first category includes discrepancies such as overages, shortages, damages, incorrect, or not received material. These discrepancies are normally caused by the shipper or the transportation system. The second category includes material quality discrepancies. In this category, material cannot be used for its intended purpose because it does not meet the form, fit, or function requirements. These discrepancies are caused by the manufacturer or repair activity. The following paragraphs explain the reporting requirements for both types of discrepancies.

#### **Reporting Discrepancies**

The receiving activity uses Standard Form 364, Report of Discrepancy (ROD), for reporting discrepancies caused by the shipper. You may use this form for reporting shipping discrepancies caused by the activity that shipped the material. These shipping

activities include contractors, manufacturers, or vendors. SECNAVINST 4355.18 (series) provides detailed instructions for preparing the ROD. NAVSUPINST 4440.179 contains policies, responsibilities, and procedures for reporting and resolving these discrepancies.

The shipping-type discrepancies are material shipments from DOD activities, GSA distribution facilities, contractors, manufacturers, or vendors. Prepare a ROD to report any material with one or more of the discrepancies listed below.

- Shortages or overages valued at more than \$100 per line item. Reported classified or protected items regardless of dollar value. Refer to paragraph 6250.4f(4) of NAVSUP P-485 for processing shortages or overages valued at \$100 or less.
- Receipt of erroneous material, unacceptable substitutes, or duplicate shipments regardless of dollar value. This does not include erroneously issued material that can be settled with local supply activity.
- Receipt of material valued at more than \$100 per line item for canceled (confirmed) requisitions. This requires a copy of cancellation confirmation.
- The condition of the item, valued at more than \$100 per line item, is other than that shown on the shipping document.
- Receipt of material, valued at more than \$100 per line item, with an expired shelf life.
- Material shipped to the wrong activity, regardless of value.
- Material, regardless of dollar value, received with missing or incomplete technical data markings.
- Material, regardless of dollar value, with missing or improperly prepared supply documentation.
- Material, valued at more than \$100 per line item, reported as shipped via parcel post but not received or received in damaged condition.
- Material received for repair was stripped of parts or components without inventory manager authorization. The total value of the material is more than \$100.
- Repetitive discrepancies from the same activity, regardless of dollar value.

The packaging discrepancies include those described in the following paragraphs. Refer to chapter


<b>REPORT OF DISCREPANCY (ROD)</b>				1. DATE OF PREPARATION		2. REPORT NUMBER					
<input checked="" type="checkbox"/> SHIPPING <input type="checkbox"/> PACKAGING				87JUL01		005/87					
3. TO (Name and address, include ZIP Code)				4. FROM (Name and address, include ZIP Code)							
FLEET INDUSTRIAL SUPPLY CENTER N00244 NDZ SAN DIEGO, CA. 92132				COMMANDING OFFICER USS SAMUEL COMBERS (AD 37) FPO SAN FRANCISCO, CA. 96601							
5a. SHIPPER'S NAME				5b. NUMBER AND DATE OF INVOICE		6. TRANSPORTATION DOCUMENT NUMBER (GBL, Waybill, TCM, etc.)					
SAME AS #3				25 JUN 87							
7a. SHIPPER'S NUMBER (Purchase Order/Shipment, Contract, etc.)		7b. OFFICE ADMINISTERING CONTRACT		8. REQUISITIONER'S NUMBER (Requisition, Purchase Request, etc.)							
				R04648-7160-2435							
9. SHIPMENT, BILLING, AND RECEIPT DATA						10. DISCREPANCY DATA					
NSN/PART NUMBER AND NOMENCLATURE (a)		UNIT OF ISSUE (b)	QUANTITY SHIPPED/BILLED (c)	QUANTITY RECEIVED (d)	QUANTITY (e)	UNIT PRICE (f)	TOTAL COST (g)				
9N 5960-00-806-0292		EA	2	1	1	74.06	74.06				
							S1				
							1G				
12. REMARKS (Continue on separate sheet of paper if necessary)											
SHORTAGE HAS BEEN VERIFIED AS NOT BEING TRANSPORTATION-RELATED.											
1 DISCREPANCY CODES				2 ACTION CODES							
CONDITION OF MATERIAL C1 - In condition other than that indicated on release/preshipment document C2 - Expired shelf life C3 - Damaged parcel post shipment SUPPLY DOCUMENTATION D1 - Not received D2 - Illegible or mutilated D3 - Incomplete improper or without authority (Only when receipt cannot be properly processed) MISDIRECTED MATERIAL M1 - Addressed to wrong activity OVERAGE/DUPLICATE SHIPMENTS O1 - Quantity in excess of that on receipt document O2 - Quantity in excess of that requested (Other than unit of issue pack) O3 - Quantity duplicates shipment PACKING DISCREPANCY P1 - Improper preservation P2 - Improper packing P3 - Improper marking P4 - Improper utilization				PRODUCT QUALITY DEFICIENCIES Q1 - Deficient material (Applicable to Grant Aid and FMS shipments only) SHORTAGE OF MATERIAL S1 - Quantity less than that on receipt document S2 - Quantity less than that requested (Other than unit of issue pack) S3 - Non-receipt of parcel post shipments ITEM TECHNICAL DATA MARKINGS (i.e., Name Plates, Log Books, Operating Handbooks, Special Instructions, etc.) T1 - Missing T2 - Illegible or mutilated T3 - Precautionary operational markings missing T4 - Inspection data missing or incomplete T5 - Serviceability operating data missing or incomplete T6 - Warranty data missing WRONG ITEM (Identify requested item as a separate copy in Item 9 above) W1 - Incorrect item received W2 - Unacceptable substitute OTHER DISCREPANCIES Z1 - See remarks				1A - Disposition instructions requested (Reply on reverse) 1B - Material being retained (See remarks) 1C - Supporting supply documentation requested 1D - Material still required expedite shipment (Not applicable to FMS) 1E - Local purchase material to be returned at supplier's expense unless disposition instructions to the contrary are received within 15 days (Reply on reverse) (Not applicable to FMS) 1F - Replacement shipment requested (Not applicable to FMS) 1G - Reshipment not required. Item to be re-requisitioned. 1H - No action required. Information only 1Z - Other action requested (See remarks)			
13. FUNDING AND ACCOUNTING DATA											
14a. TYPED OR PRINTED NAME, TITLE, AND PHONE NUMBER OF PREPARING OFFICIAL (AV OPERATOR 958-0111, ASK FOR SHIP'S SUPPLY J.J. MCGUINNESS, LCDR, SC, USN OFFICER.)				14b. SIGNATURE 							
15. DISTRIBUTION ADDRESSEES FOR COPIES											

Figure 5-18. Report of Discrepancy (ROD), Standard Form 364.

4 of NAVSUP P-485 and chapter 3 of NAVSUP Publication 1, Volume 2, for additional information.

Submit the report for any unsatisfactory condition resulting from improper packaging. Improper packaging can cause the item or shipment to be lost,

delayed, or damaged. The cost for correction is over \$50.

Submit the report for discrepancies resulting in damaged material that may endanger life, impair combat or deployment operations, or affect other material.

Report this immediately to the shipping activity, contracting office, and control point by the quickest means. Mail the formalized SF 364 within 24 hours of the initial report.

Submit the report for improper identification of containers or items that require opening the container. Improper identification results in improper storage of material, regardless of cost.

Submit the report for any packaging discrepancy, regardless of cost, involving hazardous material. This includes improper identification marking of items, regardless of whether damage or other unsatisfactory conditions exist.

Submit the report for excessive packaging by contractors that results in additional rests to the Government.

### Forms Used for Reporting Discrepancies

Report Item and packaging discrepancies on a Standard Form 364, Report Of Discrepancy (ROD). Prepare the form in original and as many copies as required by NAVSUPINST 4440.179 (series) for distribution. See figure 5-18 for a sample Standard Form 364.

Receiving or transshipping activities must submit the Standard Form 364 (ROD) within the time standards. When extenuating circumstances prevent submission of the ROD within the time frame, enter the reason for delay in block 12 of the ROD. The time frame for submitting the ROD is 150 days for Navy shipments (issues). The time frame for non-Navy shipments are 75 calendar days from shipment date for CONUS and 150 calendar days from shipment date for overseas. The time frame for lost parcel post shipments from Government activities is 45 calendar days from shipment date. The time frame for lost parcel post shipments from commercial sources is 90 calendar days from date of shipment.

Action activities must reply to customers within 45 days after receipt of the ROD. They should provide resolution of the discrepancy or interim status. They also need to inform the customer when they pass the ROD to another activity for further action. To allow for mailing each way, send the first follow-up to a ROD to the action activity 60 days after the submission of the original ROD. Send later follow-ups at 30-day intervals. Follow-up action is the responsibility of the activity that submitted the ROD.

The following text provides information on how to fill out and prepare the ROD. Show shipping or packaging discrepancy, or both, by placing an X in the proper box at the top of the form. Mark mailing envelopes with "Standard Form 364."

Block	Explanation
1	Date of Preparation. The report is prepared in sequence of year, month, and day; for example, September 22, 1993 is written 93 SEP 22.
2	Report Number. Enter the serial number of the report in this block. For example, for the fifth report of the calendar year, enter 005/93.
3	To. Enter name, address, ZIP Code, activity address code or routing identifier code, and attention symbol or code of action activity. Enter "See item 15" when reporting both shipping and packaging discrepancies for the same item.
4	From. Name, address, and ZIP Code of the reporting activity (consignee).
5a	Shipper's Name. Enter the name and address of the shipper (consignor) when it is different from item 3.
5b	Number and Date of Invoice. Enter number and date of vendor's invoice or shipper's bill number. Attach a copy of invoice to the Standard Form 364 (not applicable to packaging discrepancies).
6	Transportation Document. Enter the type of transportation document and the identifying number assigned to such document in this block. The document may be a GBL, commercial bill of lading (CBL), manifest, or waybill. The document may also be an ensured or certified parcel post number, or Transportation Control and Movement Document (TCMD). This is a mandatory entry when the shipment received was made via a traceable means. In addition, for shipment-type discrepancies, the following statement should be included in block 12: "Shortage has been verified as not being transportation related."
7a	Shipper's Number. Enter shipment number (when more than one shipment is under a contract or requisition) and contract or document number.
7b	Office Administering Contract. Enter name, address, and ZIP Code of the contract administration office (CAO) activity that directed or arranged the shipment.

<u>Block</u>	<u>Explanation</u>
8	Requisitioner's Number. Enter the requisitioning activity's number (requisition or purchase order number). Entry of the applicable requisition document number is mandatory in all cases.
9a	NSN/Part Number and Nomenclature. When the item received is different from the item shown on shipping documents or different from the item requisitioned, enter each item on a separate line.
9b	Unit of Issue. Enter the unit of issue as billed or indicated on the shipping document for each item listed in item 9a. This entry is not applicable to packaging discrepancies.
9c	Quantity Shipped/Billed. Enter the quantity of items shipped or billed. When Discrepancy code C1 applies, enter the quantity and the Supply Condition code of the item when shipped. This entry is not applicable to packaging discrepancies.
9d	Quantity Received. Enter the quantity of item received.
10a	Discrepancy Quantity. Enter the discrepant quantity. When Discrepancy code C 1 applies, enter the quantity and the Supply Condition code of the item received. If total quantity received is classified under more than one condition code, enter each separately with the applicable condition code.

NOTE: When overage material (expired shelf life) is received and discrepancy code Q1 or C2 applies, enter the following information under item 12 Remarks:

- a. Manufacturer's name
- b. Contract or purchase order number, if not shown in item 7a
- c. Date of manufacture, pack or expiration
- d. M/batch number
- e. Location of material
- f. Name, address, and telephone number (if available) of contact person
- g. Nature of complaint, stating in detail why material is unsatisfactory

<u>Block</u>	<u>Explanation</u>
10b	Discrepancy Unit Price. Enter the unit price as billed or shown on shipping document. This entry is not applicable to packaging discrepancies.
10c	Discrepancy Total Cost. For shipping discrepancies, enter the total money value of material. For packaging deficiencies, enter cost of corrective action.
10d	Discrepancy Code. Select the proper Discrepancy code listed on the face of the Standard Form 364 and enter in this block. When proper code is not listed, use code Z1 and describe the discrepancy in block 12.
11	Action Code. Enter requested action to be taken from codes listed on the face of the form. When action is other than that covered by the listed action codes, use code 1Z and explain action requested in block 12. Action code 1D or 1F is not used on reports prepared to cover shipments of DOD stock-funded items or GSA material. Material still required must be reordered. Action code 1E applies only to local purchase items.
12	Remarks. Use this block for supplemental information where the combination of discrepancy codes and action codes needs clarification. Use this block when shipping and packaging discrepancies need explanation. Also, use this block when a breakout of cost to reports for time and materials is required. Include specific data such as appearance, lot or batch number, manufacturer or packaging data, inspector number and inspection date, probable cause of improper packaging, and suggested corrective action. When reporting shortages or nonreceipt of items shipped by parcel post from GSA include a statement in block 12 to cover all packages received that were shown as shipped in item 5 of GSA Form 1348-1. Include telephone number (DSN and commercial) of the individual to be contacted for additional information if different from that entered in block 14a. When medical material that requires refrigeration or frozen storage is involved, provide the information requested on the special instruction sheet that is included within shipments of such material. Provide photos when it will assist the shipping activity in determining the cause of the discrepancy or deficiency.

<u>Block</u>	<u>Explanation</u>
13	Funding and Accounting Data. For packaging discrepancies, enter the accounting or appropriation data required by the action activity to credit the account of the reporting activity for costs involved in correcting the reported discrepancies. This item does not apply to shipping discrepancies.
14a	Typed or Printed Name, Title, and Phone Number of Preparing Official. Self-explanatory.
14b	Signature. Self-explanatory.
15	Distribution Addressees for Copies. Enter all other addressees that are to receive copies of the report.

Use the Discrepancy in Shipment Report (DISREP) for reporting transportation discrepancies in shipments. These are shipments sent through the Defense Transportation System (DTS) and shipments within CONUS by commercial earner. Use the Standard Form 361 for submitting DISREP. NAVSUPINST 4610.33 (series) describes the types of discrepancies that need to be reported on this form. Appendixes E and G of NAVSUPINST 4610.33 provide detailed instructions for preparing and distributing DISREP.

The primary purpose of reporting quality deficient material is to provide feedback to responsible activities. These are activities responsible for design, development, purchasing, maintenance, and contract administration. These activities use the report to determine the cause of the deficiency, to correct them, and to prevent recurrence.

The Ships Parts Control Center (SPCC) monitors action started in response to quality deficient reports (QDR). Also, the SPCC provides disposition instructions to all activities concerned. Submit reports for items with national stock numbers (NSN) to the screening points, as specified in SECNAVINST 4855.6. Send the original report for items with cognizance symbols 1R, 4R, 4V, 4Z, 6R, W, and 7R to the cognizant field activity (CFA). Send a copy of the report or the original, if CFA is not known, to COMNAVAIRSYSCOM (AIR-51624). Send the report to SPCC for material with a 9 in the first position of the cognizance symbol.

You must identify and categorize quality deficient material upon receipt or discovery. The originator decides what product quality deficiency category to

assign. The following information is used for assigning the category:

<u>Category</u>	<u>Definition</u>
I	A product quality deficiency that may cause death, injury, or severe occupational illness. A deficiency that would cause loss or major damage to a weapons system. A deficiency that directly restricts the combat readiness capabilities of the using organization. A deficiency that results in a production line stoppage.
II	A product quality deficiency that does not meet criteria stated in category I.

You should isolate defective material identified by a QDR. Unless otherwise directed, hold the material as an exhibit for a minimum of 90 days after submitting the report to the screening point. Forward Category I QDR within 1 day after receipt of the report. Forward Category II QDR within 5 working days after receipt of the report. The originating activity is responsible for maintaining a log for assigning the control number and to track replies to each QDR. The originator also maintains copies of all QDR submitted for at least 2 years from the submission date of the QDR. The originator is also responsible for responding to all requests from screening action or support points investigating the QDR. Refer to chapter 4 of NAVSUP P-485 for sample copy of Standard Form 368.

## **DETERMINING WHEN A SHIPMENT IS CONSIDERED COMPLETE**

There are several factors that determine when shipment is considered complete. The following texts describe these factors.

### **Deliveries by Supply Officers Ashore**

Deliveries by supply officers ashore to afloat activities will be considered complete when stores are turned over to the representative of the afloat activity.

### **Deliveries by Contractors**

Deliveries by contractors to afloat activities will be considered complete when stores were delivered to the

point specified in the purchase document and a receipt signature has been obtained.

### **Deliveries Free Alongside**

Some purchase documents call for delivery free alongside (FAS) barge or ship. Delivery is considered complete when stores have been inspected, accepted, and delivered alongside or within convenient reach of the ship's tackle or other loading equipment.

### **Deliveries by Combat Logistics Force Ships**

Normally, deliveries by combat logistics force (CLF) ships will be considered complete when stores have been placed in the conveyance along the CLF ship and signatures have been obtained. The conveyances are normally boats or barges. However, during underway replenishment (UNREP), deliveries will be considered complete when the stores have cleared the side of the issuing ship.